REGISTRATION FOR KIVACITIZEN ONLINE PERMITTING
INFORMATION BULLETIN NO. 145
December 4, 2002 (Revised October 1, 2012)
City Planning & Development Department – Development Services
City of Kansas City, Missouri   www.kcmo.gov/planning

City Planning & Development – Development Services (CPD-DS) has implemented KivaCitizen, an online permitting system, for those construction permits that do not require plans review submittals. By accessing the City's KivaCitizen website at http://kivaweb.kcmo.org/kivanet/citizen/index.cfm, permit applicant's who have preregistered with CPD-DS are able to submit permit applications for processing. CPD-DS will process all permit applications within one business day of their submittal. KivaCitizen allows permit applicant's to submit and pay for permit applications via the Internet at their convenience and to monitor the status of the application to the point of permit issuance. The permit applicant is also able to monitor the status of permit inspections and inspection results.

In order to preregister for KivaCitizen, the applicant is required to file the attached Internet Permitting Application form. This form requires the applicants to identify themselves and that person or persons in their organization who will be authorized to file KivaCitizen permit applications. The form also requires the signature of those persons certifying their affirmation that the information supplied in any internet construction permit applications filed under their user identification number as true and correct and agreement to comply with the provisions of the Kansas City Building & Rehabilitation Code and other applicable ordinances and laws. This information on the KivaCitizen Online Permitting Registration form serves as the signature on submitted permit applications as required by the Kansas City Building & Rehabilitation Code.

KivaCitizen may also be use to pay outstanding fees on permits that have already been issued. These outstanding fees include penalty fees, reinspection fees and plans review resubmittal fees.

KivaCitizen allows greater security to the permit applicant because credit card information is not retained in the system and userids and passwords are assigned to individuals working for an applicant. If an individual leaves the employment of the applicant, the applicant notifies CPD-DS and the individual's userid and password are made inactive.

**City Planning & Development --
Development Services
City of Kansas City, Missouri**

**Permits Division
5th Floor, City Hall
414 East 12th Street
Kansas City, Missouri 64106
Telephone: 816-513-1500
Fax: 816-513-1456**

KivaCitizen Online Permitting Registration

The following information is submitted for the purpose of allowing the below described company as applicant and permittee to submit internet applications for construction permits, as required by Chapter 18, Kansas City Building & Rehabilitation Code.

Applicant/Permittee Information:

Company Name: _____

Company Owner's Name: _____

Address: _____

City, State, Zip: _____

Telephone: _____

Fax: _____

e-mail: _____

Business License Number: _____

Contractor License/Registration Number: _____

As required by Chapter 18, Kansas City Building & Rehabilitation Code, please accept the following signature(s) as permittee, or permittee's authorized agent(s), for any online permit applications filed with user identification numbers assigned to this company. Permits filed by this company are requested with the knowledge and consent of the owner or other person in control or in charge of the property on which the permitted work will be done.

KivaCitizen Online Permitting Registration, Page 2

I hereby certify that I am the authorized agent of the permittee (applicant) and affirm the information supplied in any internet permit applications filed under my user identification number as true and correct and agree to comply with the provisions of the Kansas City Building & Rehabilitation Code and other applicable ordinances and laws.

Name: _____

Position: _____

e-mail: _____

Signature: _____ Date: _____

Name: _____

Position: _____

e-mail: _____

Signature: _____ Date: _____

Name: _____

Position: _____

e-mail: _____

Signature: _____ Date: _____

Company Owner's Name: _____

e-mail: _____

Signature: _____ Date: _____

Attach additional sheets as necessary.